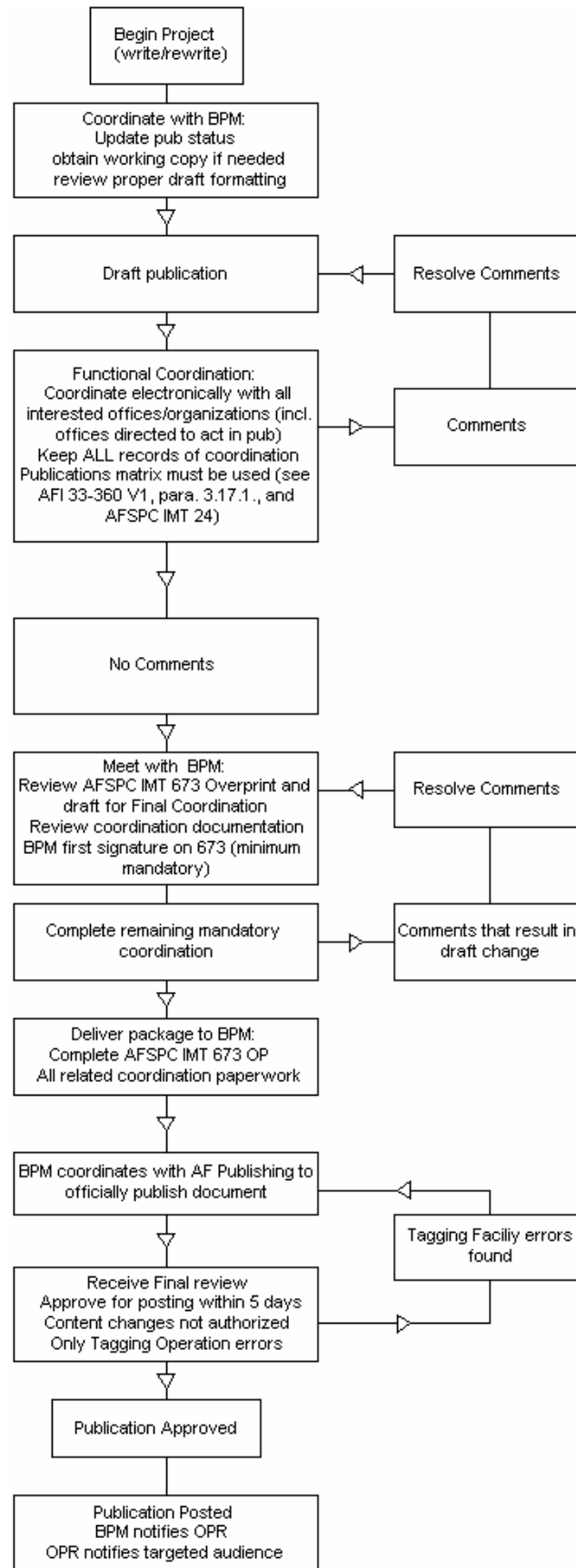


Writer's Guide for Air Force Publications

Vandenberg Air Force Base

Base Publishing Management
Bldg 6525, Ste. B-27/B-29
Publishing.vafb@vandenberg.af.mil
606-7892/4

Publication Workflow Chart



Overview

This guide is for individuals that have been charged with the responsibility to author or revise a publication. It will walk you through each step of the publishing process. Air Force Departmental Publishing Office (AFDPO) and AFSPC establish the guidance outlined below. If you have questions at any time, don't hesitate to contact us at Base Publishing Management.

This handbook is not intended to be exhaustive, nor is it intended to replace coordinating with Base Publishing Management during your project. For further guidance on Air Force publications and OPR responsibilities, see:

[AFI 33-360 Volume 1](#), **Air Force Content Management Program—Publications**
[AFSPC supplement](#) to AFI 33-360 Volume 1
[30 SW supplement](#) to AFI 33-360 Volume 1
AFDPO CTO Procedures and Guidelines, Chapter 2, Formatting of Publications.

Begin Project/Drafting

Contact Base Publishing Management (BPM) before developing your publication or form in order to adhere to publishing requirements and update the status of your publication. You will receive a template (or draft version if writing a revision); this will save you time.

OPRs are fully accountable and totally responsible for their publications. OPRs must ensure accuracy, currency, integrity, and good taste. Neither BPM nor AFDPO provide editing service for publications.

New publications:

Determine the type of publication you need to write:

Instruction	A directive publication. Use if you want to direct action, ensure compliance, or give detailed procedures.
Supplement	An auxillary publication that extends or adds material to a publication issued by higher headquarters or agencies.
Manual	A directive publication that is an extension of instructions. Use as a guidance document for procedures that usually contain examples for performing standard tasks.
Pamphlet	A nondirective publication to provide guidance.
Visual Aid	A poster or graphic illustration for display.

Note:

Directive Publication	Necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force.
Nondirective Publication	Informational and suggest guidance that you can modify to fit circumstances.

Numbering your publication:

Publication numbers correspond to nine functional areas that link organization, AFSCs, policies, and procedures. The first two numbers refer to a series; a control number follows the hyphen.

Series (before the hyphen) Determine the series number based on which description most closely matches your subject.

Nondirective Publication (after the hyphen) Only Base Publishing Management assigns control numbers for Vandenberg AFB. Leave the control number blank until instructed otherwise.

NOTE: View series descriptions in Attachment 8 of AFI 33-360 Volume 1.

If your publication prescribes forms, they must be published at the same time. Synchronize final coordination for the forms and the publication. This step is not required of adopted forms.

I want a form. Now what?

See the Designer's Guide to Publishing Forms for Vandenberg AFB to learn how. Find it on the VEPDL or call Base Publishing Management.

Revisions to existing publications:

Using the properly formatted draft version, make all necessary changes. Mark all changes with an asterisk (*) before the line number (i.e., *1.2.3.).

You must write a "Summary of Revisions" paragraph at the beginning of the document listing the significant changes (citing Section number). See the attached examples for more information.

The Summary of Revisions paragraph should also have the following sentence if applicable: An asterisk (*) indicates revision from the previous edition. The asterisks will be changed to the standard bars during tagging. You may also use the statement, "this document has been substantially revised and must be reviewed in its entirety," but you still must list the most significant changes in the summary paragraph.

Guidelines

- All drafts must be in Microsoft Word using 12 point Times New Roman font, left justified with 1-inch margins, single line spacing and spacing after 6 pt.
- Full-measure format only (single column); no multiple columns.
- Title the file as the short title (i.e., AFI33-360_30WSUP1).
- Do not use tabs in text or tables (do not indent any text).
- Do not use zero-levels in numbering (i.e., 1.0.).
- Do not use auto-numbering.

Beware of Auto-Formatting

Word will continually try to revert to auto-numbering—you can turn it off by going to Tools[]AutoCorrect[]AutoFormat As You Type[]deselect automatic numbered lists.

- Be sure illustrations/graphics are necessary and correctly identified.
- Do not embed graphics.
- Provide separate graphic files as .tif, .gif, or .jpeg.
- Do not use bullets (they are no longer authorized to allow bookmarks to each line number).

- Do not include a table of contents. A table of contents is automatically generated for documents that are more than 20 pages.
- Do not use page or section breaks.
- See the attached examples of an instruction and a supplement for more on element placement.
- Use meaningful titles for each main paragraph with key words (key words allow efficient searches in electronic format).
- Titles are not necessary for subparagraphs, but be consistent.
- For Supplements only: The tag (Added) is the only tag used. It is required on elements that you want to add that do not already exist in the basic publication. These elements can be, Chapters, Parts, Sections, Paragraphs, Tables, Figures and Attachments. See Figure 3.5. in AFI33-360V1 for a full list of elements. If a new Chapter, Section or Attachment is added, all the subordinate paragraphs must use the tag (Added). NOTE: You do not use this tag if adding information to an existing paragraph from the parent document.
- When citing a reference, do not use vague references like “in current directives;” instead cite specific publications.
- For more on writing style, review AFH 33-337, **The Tongue and Quill**.

Size Doesn't Matter

If you want a table of contents, but your publication isn't long enough, make a note in the remarks section of the AFSPC IMT 673 and tell Base Publishing Management when submitting your final draft.

*Exceptions for Visual Aids:

Visual aids are sent for posting to the AFEPL as one image saved as a .pdf, so draft visual aids in MS Word, PowerPoint, Publisher, or as any file that can be converted to a .pdf without reducing the quality of the image. Contact BPM for further guidance.

Functional Coordination

OPRs are required to coordinate with all offices that have a technical or functional interest in the content of the publication as well as the minimum mandatory (final) coordinators. Electronic coordination of draft 14 AF and 30 SW publications is authorized for all coordination except the final coordinators. *Note: Final coordination must be accomplished on a paper version of AFSPC IMT 673 Overprint.

- ❑ Coordinate with all functional offices (except minimum mandatory coordinators, see below) either on an electronic AFSPC IMT 673 Overprint, or using other electronic resources (eSSS, email, fax, etc). Coordinators must provide responses in an AFSPC IMT 24, **Document Review Comments**.
- ❑ Save all paperwork related to coordination for final coordination and the official record set.
- ❑ Resolve all comments, document resolution, and change draft accordingly.

Final Review/Editing

Before you start final coordination is a perfect time to do a thorough review of the entire document. Search for typographical, grammatical, and formatting errors. Once final coordination starts, content changes cannot be made to the document.

Oops! @#\$%&!

Take this step seriously! No content changes (not even typographical errors) can be made once you submit your final draft for coordination. There's nothing worse than finding a mistake after it's published.

- ☐ Does the title and content agree with the series (first two numbers in short title) to which the publication is assigned?
- ☐ Does the purpose paragraph include a statement explaining the purpose of the publication, to whom it applies, and HHQ, DOD, and other agency publications implemented?
- ☐ Does the summary of revisions (if applicable) describe the major changes and where they are in the publication listed in order from beginning to end?
- ☐ Are there any grammatical, punctuation, or capitalization errors?
- ☐ Are there any spelling or typographical errors?
- ☐ Are paragraph numbers in sequence?
- ☐ Are there any formatting errors?
- ☐ Are there any tabs anywhere in the document?

Determine the distribution of the publication based on content:

- F Unrestricted distribution/access. Publication is available on AF e-publishing.
X Restricted access. Publication requires safeguards and is not available on AF e-publishing, but could be made available on the secure VEPDL.

Final Coordination

Meet with BPM to begin final coordination with the mandatory coordinators. Bring with you:

- ☐ Final draft (paper copy for coordination package, electronic copy for BPM)
- ☐ All coordination paperwork
- ☐ AFSPC IMT 673 Overprint with mandatory coordinators listed, Certifying (Block 17), Approving (Block 20), and Organizational Content Approving (Block 41) Authority signatures, and your information in Block 39.

After we sign, complete mandatory coordination. We recommend hand-carrying the package. If changes are made at any time during this process, the AFSPC IMT 673 OP must be re-accomplished.

Mandatory Coordinators (Final 7)	
First to sign:	30 SCS/SCBP (Base Publishing Management) in Section VI. 6-7892/4 Bldg 6525, Ste. B27/9
Second to sign:	30 SCS/SCBR (Base Records Management) on first page. 6-4212 Bldg 6525, Ste. B31/33
Third to sign:	30 SCS/SCX (FOIA and Privacy Act) on second page. 6-7006 Bldg 12000 Rm. 123
Fourth to sign:	30 SW/PA (Public Affairs) on second page. 6-3595, Bldg 10577, Rm. A103
Fifth to sign:	30 SW/CCH (OPSEC and Foreign Disclosure) on second page. 6-6596, Bldg 10577, Rm. C101
Sixth to sign:	30 SW/JA or 14 AF/JA (Judge Advocate Office) on first page. 30 SW: 5-6207, Bldg 10577, Rm. C104; 14 AF: 5-6237, Bldg 10577
Last to sign:	30 SW/CV or 14 AF/CV (Vice Commander) on first page. 30SW: 6-4978, Bldg 10577, Rm. A212; 14 AF: 6-1401, Bldg 10577

When final coordination has concluded, return the completed AFSPC IMT 673 Overprint with all related coordination paperwork to BPM. It is then sent to AFDPO CTO for tagging and posting.

Review Finished Product

Once complete, BPM will send you a copy of the tagged publication for final review. You will have 5 days to respond, if no response is given within that time frame, the publication is posted automatically.

You are looking for mistakes that occurred during tagging. Examples include missing sections (that are present in the draft), numbered lines that are shifted to the line above, missing links, and blurry graphics.

Sorry, No Typos

Remember, no content changes can be made at this time. This review is to spot any mistakes the tagging facility might have made.

Publication Posted

BPM will notify you as soon as your publication is officially published. While BPM will help you advertise your new publication by posting announcements in the Base Bulletin and VEPDL, you are responsible for notifying the target audience. Congratulations, you have successfully completed the publishing process.

Please provide any feedback from your experience to Base Publishing Management. We are committed to constantly improving our services.

How to fill out an AFSPC IMT 673 Overprint

Use an AFSPC IMT 673 Overprint from:

<https://midway.peterson.af.mil/pubs/formlinks/afspcforms.htm>

Page 1 of AFSPC IMT 673 OP

Section I—For Use by the Office of Primary Responsibility (OPR).

- | | |
|----------|---|
| Block 1 | Type in the following address: 30 SCS/SCBP, Bldg 6525, Rm. B-27
Vandenberg AFB, CA 93437 |
| Block 2 | Type in the office symbol of the OPR, Vandenberg AFB, CA 93437 |
| Block 3 | Your information |
| Block 4 | Your information |
| Block 5 | Your information |
| Block 6 | Title should be meaningful caption in 10 words or fewer |
| Block 7 | If publication is new, indicate series only |
| Block 8 | Check appropriate status of your publication |
| Block 9 | All revisions must indicate the publication they are replacing. If new leave blank. |
| Block 10 | Total number of pages in the draft |
| Block 11 | Type in "0". Availability of electronic resources negates this requirement |
| Block 12 | F (unrestricted distribution) or X (restricted, requires proper safeguards) |
| Block 13 | Indicate classification of publication |
| Block 14 | Indicate the AF Policy Directive (AFPD) and AFI governing the publication |
| Block 15 | Not Applicable |

Section II—Coordination and Concurrence.

Required Coordinators:

- | | |
|-------------|---|
| First Line | 30 SCS/SCBR (Records Management) |
| Second Line | 30 SW/JA or 14 AF/JA |
| Third Line | 30 SW/CV or 14 AF/CV (coordination to issue publications is permanently delegated from CC or CV). |

Section III—Forms

List all prescribed and adopted forms, and indicate the status of each.

Block 16—Remarks

Provide additional information; the remarks block continues below Section V on page 2.

Helpful notes include a statement specifying where to return the coordinated draft, coordination suspense, and a statement reminding coordinators to provide comments on an AFSPC IMT 24, **Document Review Comments**.

Blocks 17-19—Certifying Authority

Individual's office is one organizational level above the Office of Primary Responsibility.

Blocks 20-22—Approving Authority

Use lowest level appropriate: Squadron CC, Group CC, Wing CV, or civilian equivalent.

Section IV—For Use by the Publications Management Office
Leave this section blank.

Page 2 of AFSPC IMT 673 OP

Section V—Additional Coordination Information

This is an informational block that describes how coordinators must classify comments on the draft.

Section VI—Publishing Office Review

Base Publishing Management is the first of final coordinators, and signs here.

Section VII—Publication Content Releasability Certification

Select Public Access (F distribution) or Restricted Access (X distribution). Justification is required for restricted access.

Block 39 Information Content Owner is the author/OPR (you)

Block 40 Required coordinators are:

First line—30 SCS/SCX (FOIA and Privacy Act)

Second line—30 SW/PA (Public Affairs)

Third line—30 SW/CCH (OPSEC and Foreign Disclosure)

Block 41 Must be 0-5 or above (usually the same as block 20)

Example of Draft Instruction Format

SHORT TITLE

BY ORDER OF THE COMMANDER (30TH SPACE WING or 14TH AIR FORCE)

ORG NAME (same as above) INSTRUCTION XX-XXX

PUBLICATION DATE

Series

PUBLICATION TITLE

OPR: OFFICE SYMBOL (Rank and Name)

Certified by: OFFICE SYMBOL (Rank and Name)

Supersedes SHORT TITLE, Date

Pages: #/Distribution: F or X

Purpose statement goes here. Write a purpose statement for all categories of publications. Explain what the publication covers, who must comply, and if the publication implements a DOD or other federal publication. See AFI 33-360 V1, Paragraph 3.38. for more requirements for purpose statements. Privacy Act, records management, or similar statements also go here if necessary.

SUMMARY OF REVISIONS

Include a summary of revisions for all revised publications. Remember, this is a summary; highlight the most important changes to alert the reader and include the chapter/paragraph numbers making sure to capitalize the citation (i.e., Paragraph 2.4 or Chapter 3). You may include the following statement in addition to your summary, if changes are significant: This document has been substantially revised and must be reviewed in its entirety. Also include: An asterisk (*) indicates revision from the previous edition. The tagging facility will change the asterisks to bars (|) in both this paragraph and throughout the document.

1. Tips for OPRs.

1.1. All drafts must be in Microsoft Word using 12 point Times New Roman font, left justified with 1-inch margins, single line spacing and spacing after 6 pt.

1.2. When numbering, do not use zero levels (i.e., 1.0.).

1.3. Do not use auto-numbering. Be very careful with MS Word as it will often sneak auto-numbering into your document if the function is not turned off.

*1.4. For revisions, place an asterisk before the section number of each item that is changed from the previous version. The tagging facility will automatically convert those symbols to the bar (|) you see in revised publications.

2. Graphics.

2.1. Graphics can be used when necessary, but cannot be embedded in the draft document. You can paste the graphic into the document for readability during coordination, but you must provide the graphic as a separate file to Base Publishing Management for tagging.

2.2. Graphics must be a .tif, .gif, or .jpg.

2.3. Originals provide the best quality for printing.

3. Official Record Sets. The official record set for each publication is kept at Base Publishing Management. OPRs are encouraged to keep their own records as well, but must provide paperwork for the official record set.

Table 3.1. Documentation required in Official Record Sets.

1	Edited (final) copy of the draft and original AFSPC IMT 673 Overprint
2	All documents that show coordination, comments, and other actions (waivers, suggestions, etc)
3	Paper copy of printed publication
4	Electronic copy of publication (Base Pub Mgmt also keeps a properly formatted draft version for OPR convenience)
5	AFSPC IMT 1382 Overprints showing biennial reviews when applicable
6	Copies of any prescribed forms and the accompanying DD IMT 67 AFSPC Overprints
*Note: The draft is destroyed and replaced with the published product once available.	

4. Last Paragraph Lists Forms. The last paragraph of the instruction must be the list of prescribed and adopted IMTs/forms if there are any. This is in addition to the reference in the instruction directing readers to use which form for what purpose.

NOTE: The signature block is always four lines below the last line of the instruction, but before any attachments.

SIGNATURE BLOCK

SIGNATURE BLOCK

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Your first attachment must be the Glossary of References if you have one. Do not add page or section breaks between the sections or attachments; the conversion software will do this automatically.

Attachment 2

If you have special printing needs, consult Base Publishing Management. If your document is long and is organized by chapters, draft as follows:

Chapter #

MEANINGFUL TITLE USING KEYWORDS

Example of Draft Supplement Format

SHORT TITLE

BY ORDER OF THE COMMANDER (30TH SPACE WING or 14TH AIR FORCE)

AIR FORCE INSTRUCTION XX-XXX

30TH SPACE WING or 14TH AIR FORCE

1

PUBLICATION DATE

Series

PUBLICATION TITLE

OPR: OFFICE SYMBOL (Rank and Name)

Certified by: OFFICE SYMBOL (Rank and Name)

Supersedes SHORT TITLE, Date

Pages: #/Distribution: F or X

PARENT DOC SHORT TITLE, Pub Date, is supplemented as follows. This supplement implements and extends the guidance of Air Force Instruction XX-XXX, Date. You may include a sentence that states that this supplement authorizes the use of the forms it prescribes, if any.

SUMMARY OF REVISIONS

Include a summary of revisions for all revised publications. Remember, this is a summary; highlight the most important changes to alert the reader. You may include the following statement in addition to your summary if changes are significant: This document has been substantially revised and must be reviewed in its entirety. Also include: An asterisk (*) indicates revision from the previous edition. The tagging facility will change the asterisks to bars (|) in both this paragraph and throughout the document.

2.5.1.5. (Added) The tag (Added) is the only tag used. It is required on elements that you want to add that do not already exist in the basic publication. These elements can be, Chapters, Parts, Sections, Paragraphs, Tables, Figures and Attachments. See Figure 3.5. in AFI33-360V1 for a full list of elements. If a new Chapter, Section or Attachment is added, all the subordinate paragraphs must use the tag (Added).

13. You do not need a tag when adding information onto an existing paragraph of the parent document. A tag is not required on NOTES, WARNING or CAUTION items that are displayed after the paragraph. However, a tag is required when adding NOTES to a Table.

*14. For revisions, use an asterisk before the section number of each item that is changed from the previous version. The tagging facility will automatically convert those symbols to the bar (|) you see in revised publications.

(Added) Attachment 2

MEANINGFUL TITLE USING KEYWORDS

Note that the signature block is located four lines below the end of any attachments in supplements.

SIGNATURE BLOCK

SIGNATURE BLOCK